
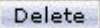


If recurring payments are currently being used, please disable recurring payments and use the one-time payment feature in PaymentNet until further notice.

Logging In

1. Open your Internet browser and enter the following in your address bar: <https://gov1.paymentnet.com>
2. Enter the following on the PaymentNet Login Screen: (defined by your agency/organization)
 - Organization ID
 - User ID
 - Pass Phrase
 - Click .


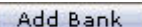

Disable Recurring Payments

1. From the **Payments** menu, select **Manage**.
2. On the **Payment List**, select the **Recurring** tab.
3. Select the recurring payment you would like to cancel.
4. On the **Payment Recurring Detail** page, click .
5. A dialog box appears stating that the pending payments associated with the recurring payment may not be impacted by canceling the recurring payment. Click **OK**.


NOTE: Please be aware that the next scheduled payment using recurring payments may still be processed. If this occurs, please contact Customer Service to reverse the payment.

Set Up Bank Information

Users must first set up bank information to complete a one-time payment via PaymentNet.

1. Select the **My Profile** icon (.
2. On the **My Profile** page, select the **Bank Information** tab.
3. Click .
4. Enter the following fields:
 - ABA Routing Number (less than 15 digits)
 - Bank Account Type (Checking or Savings)
 - Bank Account Number
 - Description (between 4-50 characters)
5. Click .

Make a One-Time Payment via PaymentNet

1. From the **Payments** menu, select **Create**.
2. On the **Payment Detail** page, select the **Account Number** for which you are making the payment.
3. If more than one bank is set up, select the **Bank Description** from the drop-down list.
4. Enter the **Payment Amount**.
 - The Payment Amount should be the amount due found on your statement.
 - To view your more recent statement, select **Statement** from the **Transactions** menu.
5. Enter the **Payment Date** (MM/DD/YYYY format).
6. Click .
7. A dialog box appears verifying the payment information. Click **OK** to continue with the one-time payment.

Make a One-Time Payment via Phone

1. Call the Customer Service Team at: **1-888-297-0781**. They are available 24 hours a day for payment assistance.
2. Make the payment via the phone.